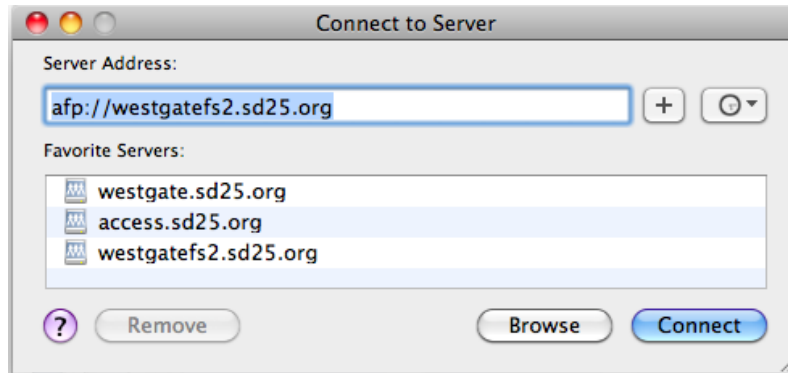
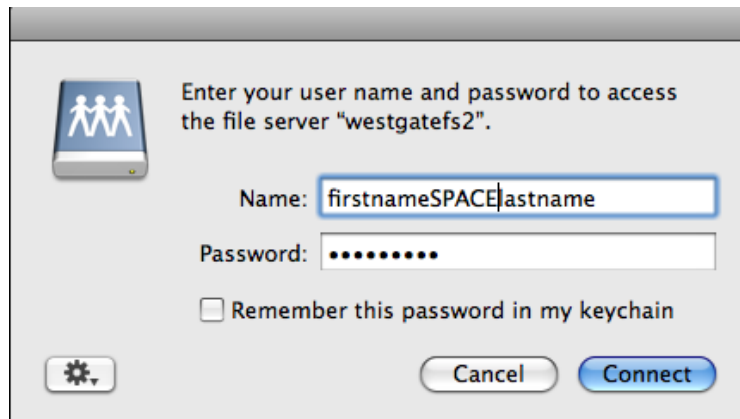


How to Save to the Server Signed in as Student

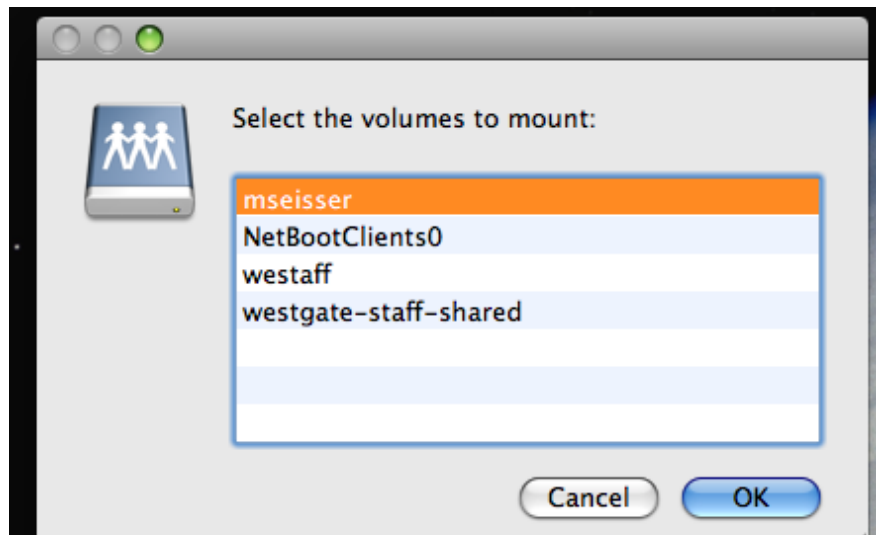
1. In the top menu bar select **Go to Connect to Server**.
2. In the next window choose or type in the server address you want to connect to, students use westgatefs2 or olivefs2 and staff uses westgatefs or olivefs2. Then click on **Connect**.



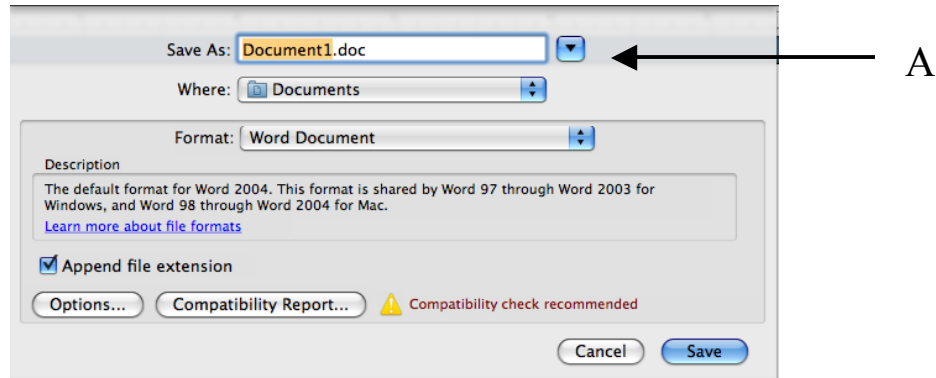
3. Type your firstnameSPACElastname and your password. Click **Connect**.



4. In the next window you will see your name (if you do not see your name, scroll down). Make sure it is highlighted then choose **OK**.

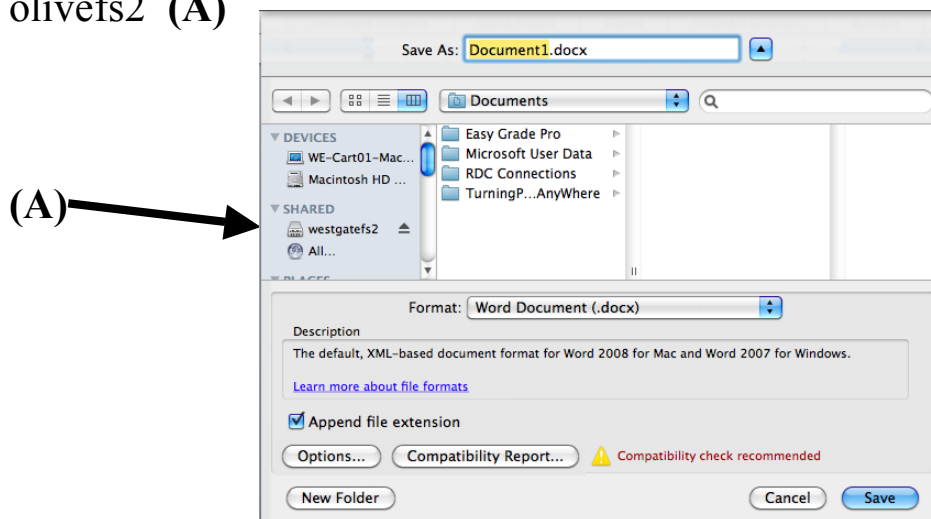


5. Open the document you want to save. Go **File** to **Save As**. Document or Untitled will be highlighted, type the title of your document. Do not remove the extension. In this document it is .doc

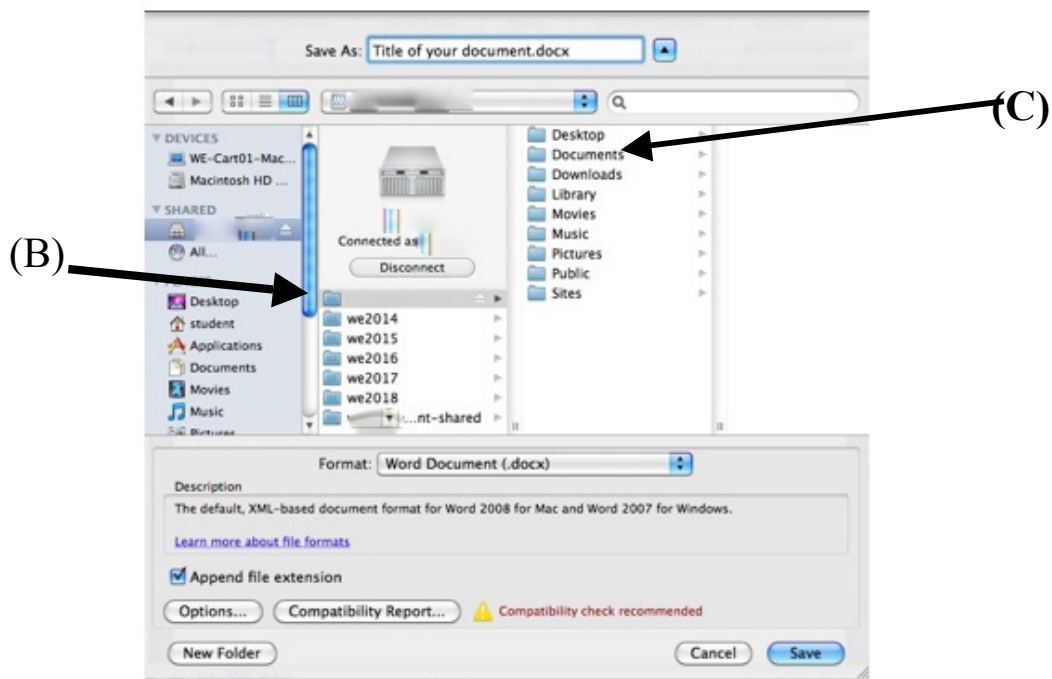


If your window looks like this click, on the drop down arrow next to your title to expand your window. (A)

7. In the first column, under SHARED select westgatefs2 or olivefs2 (A)



8. Next select your name **(B)**, then Documents **(C)**.



After you have selected Documents you can click on **Save**.